

# MEOTA Board Meeting



## MINUTES

**DATE:** May 15, 2019

**Location:** Mercy Foreriver Hospital, 2<sup>nd</sup> floor HOSPITAL BUILDING, Portland, ME

### Meota Meeting

Wed, May 15, 2019 600 PM - 800 PM EDT

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	EST Time.	Responsible Party
<p><b>1. Welcome &amp; Roll Call</b></p> <p><u>President</u>- Jessica Bolduc <b>P</b></p> <p><u>Vice President</u>- Kim Davis <b>P*</b></p> <p><u>Secretary</u>- Melissa Plourde <b>P*</b></p> <p><u>Treasurer</u>-Christina Cole <b>P</b></p> <p><u>Regional Representatives</u></p> <p>    Central Maine- Kelly Pruett <b>P*</b></p> <p>    Northern Maine- Sandy Larsen <b>P*</b></p> <p>    Southern Maine- Tim Reidman <b>P*</b></p> <p><u>Student Representatives</u></p> <p>    Husson- Kylee Carter <b>P*</b>, Shannon Avery <b>P*</b></p> <p>    KVCC- Mackenzi Masselli <b>P*</b></p> <p>    UNE- Katherine Frost <b>Ex</b></p> <p>    USM- Lisa Lagare <b>P*</b>, Caitie Kelly</p> <p><u>Committee Chairs</u></p> <p>    Bylaws, Policies and Procedures chair- Kim Davis <b>P*</b></p> <p>    Continuing Education chair- Christina Dickinson <b>P*</b></p> <p>    Legislative Chair- Sharon Hartl <b>Ex</b></p> <p>    Committee: Jillian O'Brien, Ryan Gallant <b>P*</b></p> <p>    Membership- Tim Cyr <b>P*</b></p> <p>    Public Relations- Britteny Poulin <b>P*</b>, Nichole Clark <b>P*</b></p> <p>    Nominations and Recognition – Allison Delloso <b>P*</b></p> <p><u>Special Interest Sections</u></p> <p>    Children and Youth- Tracey Falla <b>P*</b></p> <p>    Driving and Community mobility – Heather Shields</p> <p>    Wellbeing for the older adult- open</p>	5mins	Jessica <u>Quorum is 5 of 9</u>

<p>Acute Care- open Mental Health - open RA Rep- Jane Erickson P* Other:</p>		
<p><b>2. Approved Minutes</b> <b>Motion to approve the minutes for April 2019</b> <b>First: Christina Cole Seconded: Tracey Falla</b></p>	<p>3-5 mins</p>	<p>Jessica Submitted for website</p>
<p><b>3. Question or Discussion of Reports- see attached below</b> <b>a. VP/Bylaws-</b> <b>b. Public Relations-</b> Will ask Brittney and Nichole to add specific dates, so we can add them to our calendars <b>c. Regional Reps-</b> <b>d. Student Reps-!</b> <b>e. SIS reps-</b> Only 1 functioning SIS at this point, will discuss tonight</p>	<p>5 mins</p>	<p>Jessica</p>
<p><b>4. Review of Mission</b></p> <ul style="list-style-type: none"> <li>● Read by Christine Cole</li> </ul>	<p>3 mins</p>	
<p><b>5. Old Business</b></p> <p>a. Appointments 2019 -Reviewed openings for the following: SIS Chair SIS Acute Care chair SIS Mental health chair Any committees can be formed based on interest -Students could hold positions; excluding chair positions</p> <p>b. Spring Conference Wrap up</p> <ul style="list-style-type: none"> <li>● Vendor income \$1050</li> <li>● Registrant income \$3329.75</li> <li>● Foot cost \$1450+</li> <li>● USM fees – pending invoice</li> <li>● Feedback summary from Christina Dickinson with comments related to: <ul style="list-style-type: none"> <li>○ Food</li> <li>○ Recommendations for conference topics</li> <li>○ Overall facility and presenters were rated well</li> <li>○ More structure and in-depth information is recommended</li> <li>○ More external signage</li> </ul> </li> </ul> <p>Jessica reported that many of the comments are fairly standard. She also discussed that spring conference is based on AOTA presentations, so topics are less flexible; however, we did have a good variety this year.</p> <p>c. Final Approval of Strategic Plan-see attached</p> <ul style="list-style-type: none"> <li>● Jessica reviewed goals for the year: <ul style="list-style-type: none"> <li>○ Membership</li> <li>○ Leadership-</li> </ul> </li> </ul>	<p>30 mins</p>	<p>Jessica</p> <p>Christina D.</p> <p>Jessica</p> <p>Jessica</p>

<ul style="list-style-type: none"> <li>■ e-mails for each positions</li> <li>■ Melissa will attach the updated spreadsheet of e-mails to the May minutes</li> <li>○ Finance</li> <li>○ Legislative Advocacy- <ul style="list-style-type: none"> <li>■ Ryan suggested the use of a card. Jessica will share with the group.</li> </ul> </li> <li>○ Continuing Education</li> <li>○ Governance</li> </ul> <p><b>Motion to approve</b>  <b>First: Tracey Falla Seconded: Christina Dickinson</b></p> <p>d. Scope of Practice/licensure Review Committee Discussion:</p> <ul style="list-style-type: none"> <li>● Seeking ad hoc committees to look at rules, regulations and scope of practice</li> <li>● Seeking an ad hoc to create a relationship with licensure board for state of Maine</li> </ul>		Jessica
<p><b>6. Brief overview for Fall Conference</b></p> <ul style="list-style-type: none"> <li>● Sat. Nov 9<sup>th</sup>, Black Bear Inn Orono <ul style="list-style-type: none"> <li>○ Call for Papers out</li> <li>○ Amie to secure vendors</li> <li>○ Call for volunteers late summer for proposal review and making brochure</li> </ul> </li> </ul> <p><b>7. New Business</b></p> <p>a. Welcome! Sandy Larsen – new Northern Regional Rep and Allison Delloso Nominations and Recognition Chair</p> <p>b. Special Interest Section:</p> <ul style="list-style-type: none"> <li>● Expectations: each SIS will maintain Facebook page; attach info. to MeOTA page; submission to HUB biannually; e-mail membership twice a year; offer round tables at conference for meetings</li> <li>● How do we increase SIS participation? <ul style="list-style-type: none"> <li>○ Jessica shared ideas from other associations and has contacted people who have been involved in the past</li> <li>○ We haven't defined how each SIS is functioning.</li> <li>○ Members say they want it, but no one is mobilizing it</li> <li>○ SIS round tables at conference so that we get face to face networking, add to membership</li> <li>○ Take the SIS Blogs out and link to facebook accounts on the website</li> <li>○ Members may be viewing SIS under the structure that AOTA uses in terms of publications and information</li> </ul> </li> </ul>	45 mins	Board

<ul style="list-style-type: none"> <li>○ Voted to reduce SIS categories to 3: <ul style="list-style-type: none"> <li>■ Children and Youth</li> <li>■ Productive Aging</li> <li>■ Adult Rehabilitation</li> </ul> </li> <li>○ Priority is a SIS Chair</li> <li>○ Review of SIS expectations currently</li> <li>○ Tracey shared ideas that Children and Youth SIS have done</li> <li>○ Combine activities with other SIS groups and Regional Reps</li> <li>○ Have AOTA SIS Chair to visit?</li> <li>○ Amie, Jessica, and Tim will work together: Amie to add new SIS (leave old) and then 3 will review SIS selections and transitions to new SIS in the database</li> <li>○ SIS Facebook: Community of Practice Children and Youth- needs to be renamed</li> <li>○ Open positions will be updated to the website</li> </ul>		
<p><b>8. Final Items</b></p> <ul style="list-style-type: none"> <li><b>a. actions to be taken</b></li> <li><b>b. next meeting date/location- see next column</b></li> <li><b>c. close meeting pm</b></li> </ul>	5 mins	<p>See above column for actions items</p> <p><b>June 5<sup>th</sup> 6-8pm Mercy Hospital 3rd Floor</b></p> <p><b>Next Reports due: President, Treasurer, Membership, Legislation, Continuing Education</b></p>

Submitted by: Melissa Plourde

Role call:

P for present; \* for those joining by phone

A for absent, EX for excused

USM visit: Oct 4 2018

UNE visit: April 5 2018, May 2<sup>nd</sup> 2019

KVCC mtg: March 23 2018

Husson mtg: TBD?



## May 2018 MONTHLY STATUS REPORT

To: MeOTA

From: Kim Davis

Subject: Vice President; Bylaws, Policies, Procedures

ACTIVITIES COMPLETED IN THE PAST MONTH		
Completed Deliverables: MEOTA Minute		
ACTIVITIES IN PROCESS	NEXT ACTION	DUE DATE
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ACTIVITIES TO BE STARTED WITHIN THE NEXT MONTH		
<input type="checkbox"/> Continue to monitor need for changes in Bylaws, Policies or Procedures		
<input type="checkbox"/> Assess need for editor for the Summer edition of the Hub		
LONG TERM PROJECTS		
<input type="checkbox"/> Review and Revise Bylaws, Policies, Procedures as needed		
ISSUES FOR IMMEDIATE ATTENTION		
<input type="checkbox"/> None		



## May 2019 MONTHLY STATUS REPORT

To: MeOTA  
From: Brittney and Nichole  
Subject: PR

### ACTIVITIES COMPLETED IN THE PAST MONTH

- Completed Deliverables: PWH May 4
- 

ACTIVITIES IN PROCESS	NEXT ACTION	DUE DATE
<input type="checkbox"/> PWH	<input type="checkbox"/> Book Summer?	<input type="checkbox"/> End of March
<input type="checkbox"/> Senior Games	<input type="checkbox"/> Contacted Jill Do	<input type="checkbox"/>
<input type="checkbox"/> Special Surfers	<input type="checkbox"/> Notify members	<input type="checkbox"/> May
<input type="checkbox"/> Backpack Awareness	<input type="checkbox"/> Email/post for Volunteers/ Date is August 10	<input type="checkbox"/> End of May

### ACTIVITIES TO BE STARTED WITHIN THE NEXT MONTH

- 

### LONG TERM PROJECTS

- Habitat, Adaptive Sports, contact LLBean for backpack Awareness, Senior games
- 

### ISSUES FOR IMMEDIATE ATTENTION

- Are there any pediatric OTs/OTAs/Students who would like to volunteer at Backpack Awareness in August?



## May 2019 MONTHLY STATUS REPORT

To: MeOTA

From: Tim Reidman

Subject: Southern Maine Regional Representative

ACTIVITIES COMPLETED IN THE PAST MONTH		
Completed Deliverables: <ol style="list-style-type: none"> <li>1. Met with Kelly (Central Maine RR) at MeOTA conference. Set up an 'Ask your Regional Rep. a Question' table at the entrance of the conference.</li> <li>2. Set up a template (with Kelly) to list clinical contacts in our regions, if constituents have practice questions.</li> </ol>		
ACTIVITIES IN PROCESS	NEXT ACTION	DUE DATE
<input type="checkbox"/> Finishing contact list of Southern Maine practitioners willing to answer questions.	<input type="checkbox"/> Complete list.	<input type="checkbox"/> ASAP
<input type="checkbox"/> Sending out RR survey again (total of 10 responses the first time).	<input type="checkbox"/> Send out survey.	<input type="checkbox"/> ASAP
<input type="checkbox"/> Bringing Northern Maine RR up to date.	<input type="checkbox"/> Ongoing	<input type="checkbox"/> ASAP
ACTIVITIES TO BE STARTED WITHIN THE NEXT MONTH		
<input type="checkbox"/> Adding 2 volunteers to the Southern Maine RR group.		
LONG TERM PROJECTS		
<input type="checkbox"/> Work with 2 new volunteers to expand Southern Maine's RR group's role.		
ISSUES FOR IMMEDIATE ATTENTION		
<input type="checkbox"/> N/A		



May 2019 **MONTHLY STATUS REPORT**

To: MeOTA  
 From: Kelly Pruett, OTR/L  
 Subject: Reg Rep Central

ACTIVITIES COMPLETED IN THE PAST MONTH		
Completed Deliverables: Attended Spring Conference with RR table, networking Email sent to OTs in Central Region with Survey Monkey		
ACTIVITIES IN PROCESS	NEXT ACTION	DUE DATE
<input type="checkbox"/> Creating Committee (4 additional members)	<input type="checkbox"/> Email communication	<input type="checkbox"/> June 2019
<input type="checkbox"/> Networking with South & North RR	<input type="checkbox"/> Email communication/ facetime/ live meeting	<input type="checkbox"/> June 2019
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ACTIVITIES TO BE STARTED WITHIN THE NEXT MONTH		
Creating regional resource list of OTs		
LONG TERM PROJECTS		
<input type="checkbox"/> Regional events (educational, social) for OT connections <input type="checkbox"/> Building relationship/ communication with state board (located in Augusta) <input type="checkbox"/> Creating connections with legislature for communication/ action within state		
ISSUES FOR IMMEDIATE ATTENTION		
<input type="checkbox"/> Continuing to develop role of RR as committee takes shape		



May 2019 MONTHLY STATUS REPORT

To: MeOTA

From: Shannon Avery, Kylee Carter

Subject: Husson Student Representatives

ACTIVITIES COMPLETED IN THE PAST MONTH		
Completed Deliverables: -Set up a booth at Husson Club Fair for SOTA, which included information about what occupational therapy is and what SOTA is. -Designed a bulletin board about what OT is on campus to spread awareness of OT. -Donated money to a local family to help fund healthcare expenses due to a recent diagnosis		
ACTIVITIES IN PROCESS	NEXT ACTION	DUE DATE
Development of SOTA group on Canvas for easier access to meetings and information	<ul style="list-style-type: none"><li>● Add legislative information on page</li><li>● Add SOTA meeting documents</li><li>● Add students to page to access information</li></ul>	May 10th, 2019
ACTIVITIES TO BE STARTED WITHIN THE NEXT MONTH		
Look into and notify students of volunteer opportunities through MeOTA and post on new Canvas site		
LONG TERM PROJECTS		
Fundraise to improve SOTA and increase community involvement. <ul style="list-style-type: none"><li>● Bottle drive</li><li>● Pasta dinner</li><li>● Gift card Raffle</li><li>● Giving Day</li></ul>		
ISSUES FOR IMMEDIATE ATTENTION		
None at this time		

